Texas Vaccines for Children, Electronic Vaccine Inventory System

Timeline

March 2013 implement functionality:
- Security changes
- Ability by user to change password
- Ability to reset password by the Vaccine Call Center staff
- Changes to hours of operation formatting
- Requirement to complete doses administered before going to Provider C-33 or Place Order screen
- Order suffix assigned to orders exceeding $$ cap for Varicella or MMRV or orders split between McKesson and DSHS Pharmacy *
- Interface with Centers for Disease Control vaccine ordering system, VTrckS site:
  - Provider demographics, hours of operation and contact information
  - Inventory data
  - Orders

Required Activities

Each month, TVFC requires the user to complete the following in the defined order:
1. Verify vaccine shipments and conduct **Receiving** activities
2. If applicable, conduct recording of transfers using **Inventory – Transfers**
3. If applicable, conduct recording of expired/wasted using **Inventory – Wasted/Expired**
4. Record **Doses Administered** for previous calendar month
5. Record and reconcile the site's physical inventory with the system's automated inventory of all TVFC vaccines using **Inventory – Provider C33**

Each time an order is placed, a user is required to complete all of the above
And verify/complete the information on the **Provider Information** screen to include:
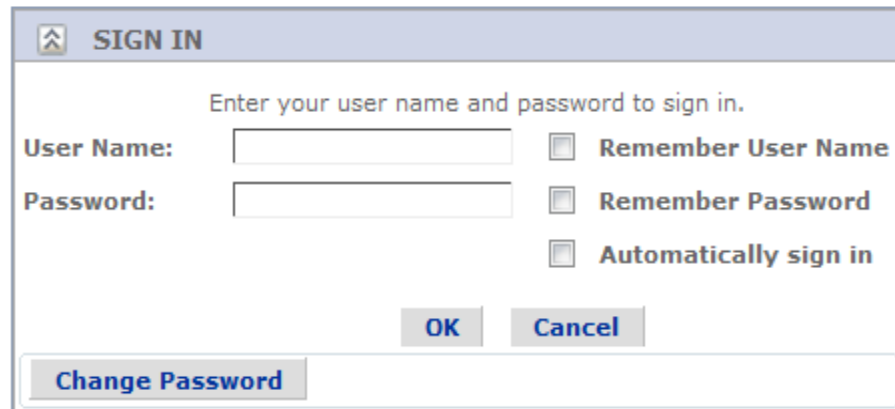- Demographics
- Hours of Operation
- Contact name, phone and email address

Log In

Security:

- Assigned **User Name** (six-digit TVFC Provider Identification Number (PIN)
- Password
    - Email a generic password
    - User's ability to change password
    - After three failed attempts – locked out of account
    - Ability to reset a user thru the Vaccine Call Center only

Log In

Provider level:

Prior to 03-04-13 each facility will be sent a generic password to the email listed on their account. It will imply it is required to change their password immediately.

To change, you do not need to log into EVI just:

Click **Change Password**

EVI refreshes and returns a second menu

User Name – six digit TVFC PIN

Old Password - generic password sent via email

New Password – select a new password containing 8 characters with one uppercase or lower alpha character, one number, and one special character **Note:** do not recommend using the number zero or letter O or number one or uppercase I or lower case l Example of a good password: **Pig6fly#**

Confirm Password – same password as entered **New Password**

Click **Change Password**
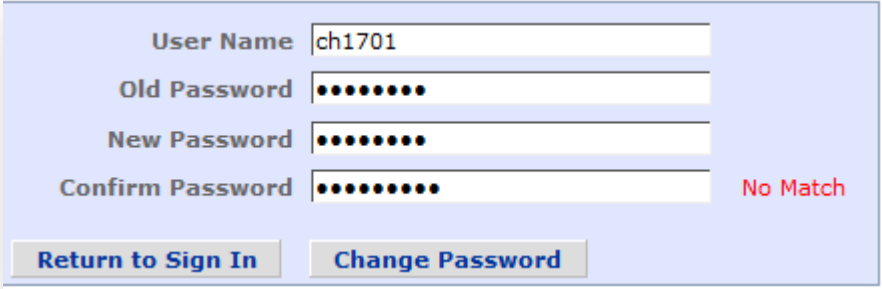
User Name	ch1701
Old Password	••••••••
New Password	••••••••
Confirm Password	••••••••

Return to Sign In   **Change Password**

Log in

**Note:** You must enter exact same password in both the **New Password** and **Confirm Password** fields.

Once you have received the popup message stating **Password reset**, click **OK**

Click on **Return to Sign In** to log into EVI with the new password.

New Password and **Confirm Password** are not the same - states **No Match**

New Password and **Confirm Password** are the same – states **Password reset**
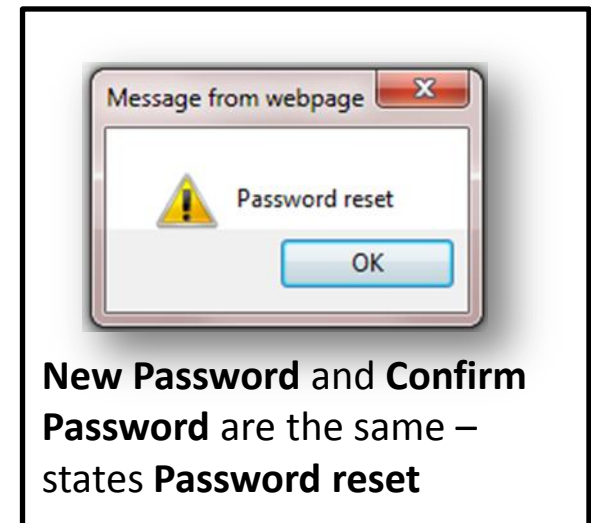
Messaging….

This message will not only appear when the provider logs in, it will reappear each time a provider clicks on any tab. **Note:** Number in parenthesis shows how many orders/transfers this provider has under the **Receiving** tab.
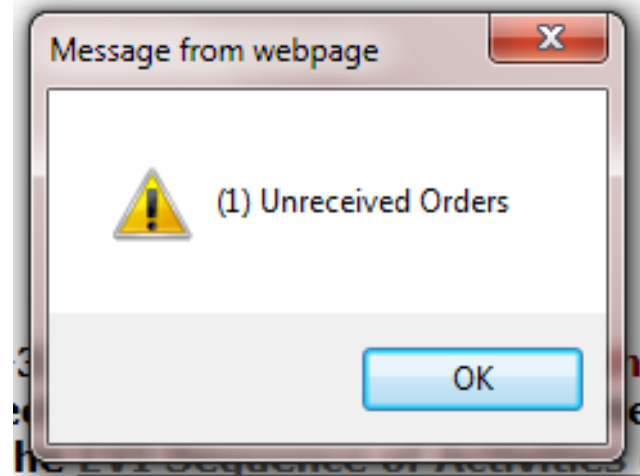
Welcome

Welcome or landing page:
- Announcements
- Tasks sequence

New: Facility identifier and each tab has a submenu, you must click on to open the screen.

Skip navigation links

TEXAS
Department of
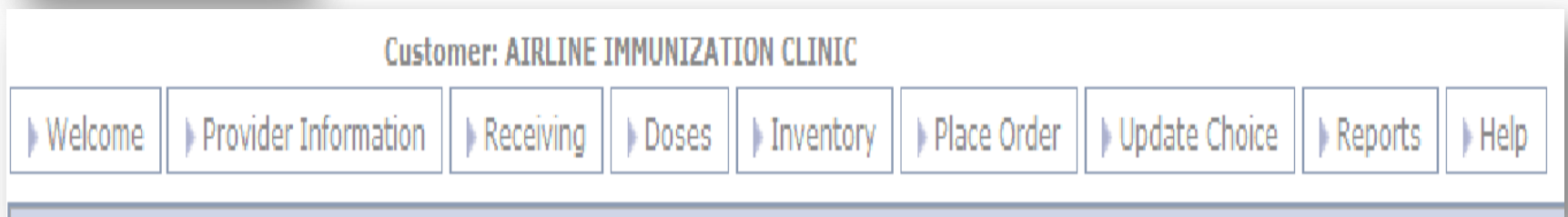State Health Services

Customer: AIRLINE IMMUNIZATION CLINIC

▸ Welcome ▸ Provider Information ▸ Receiving ▸ Doses ▸ Inventory ▸ Place Order ▸ Update Choice ▸ Reports ▸ Help

Provider Information

Critical for successful shipments:
- Demographics
- Hours of Operation
- Contact Email/Phone

⌃ PROVIDER

Shipping Information

Name	Victoria City-CO HEALTH CENTER
Address 1	175 MAIN STREET
Address 2	
City	VICTORIA
State	Texas ▾
ZIP	77904
County	VICTORIA ▾

Hours Of Operation
Enter the hours when your facility is open to receive shipments of vaccine. Use military time.

	Open	Lunch Start	Lunch End	Close
Monday	09 ▾ 00 ▾	17 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾
Tuesday	09 ▾ 00 ▾	17 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾
Wednesday	09 ▾ 00 ▾	12 ▾ 00 ▾	13 ▾ 00 ▾	17 ▾ 00 ▾
Thursday	09 ▾ 00 ▾	13 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾

Contacts

First Name	Last Name	Phone	Phone 2	Email	Fax	Primary
TERRIE	OREGANO	(555) 888-8888		VACCINES@FAKEOFFICE.COM	(555)599-8292	☑

Provider Information

Changes to Hours of Operation – must comply and record in military time! If does does comply with formatting, etc. order will not be processed!

Scenarios shown below in screen shot:

Monday: Site is open from 9:00 a.m. 17:00 p.m. continuously

Tuesday: Site is open from 9:00 a.m. – 17:00 p.m. continuously

Wednesday: Site is open from 9:00 a.m. – 12:00 p.m. – closed for lunch from 12:00 p.m. – 13:00 p.m. – reopens until 17:00 p.m.

Thursday: Site is open only ½ day from 9:00 a.m. – 13:00 p.m.

**Significant change

Hours Of Operation
Enter the hours when your facility is open to receive shipments of vaccine. Use military time.

	Open	Lunch Start	Lunch End	Close
Monday	09 : 00	17 : 00	00 : 00	00 : 00
Tuesday	09 : 00	17 : 00	00 : 00	00 : 00
Wednesday	09 : 00	12 : 00	13 : 00	17 : 00
Thursday	09 : 00	13 : 00	00 : 00	00 : 00

Receiving

Regular Orders – McKesson and Merck

- Imported into EVI via shipment list

Regular and Emergency Orders - DSHS Pharmacy*

- Interface with DSHS Warehouse

Transfers between TVFC sites

Receiving

Contents of ½ of the screen:	**Vaccine**
Order Number – suffix	**NDC**
Tracking Number	**Requested Quantity**
Order Date	**Ship Date**
Accept – entire or individual	**Lot** (can be edited)

Note: Will discuss more on **Place Order** screen, but **Order Number** may contain a two-digit suffix – if amount ordered is over cap on Varicella of 340 doses or MMRV of 270 doses or the order is being sent from DSHS Pharmacy and McKesson.

PROVIDER ORDER DETAIL RECEIVING

Order Number [161385-00 ▼] [Go]

Tracking Number [ ]

Order Date1 12/11/2012

TOP LEVEL

Accept ☐	Vaccine	NDC	Requested Quantity	Ship Date	Lot
☐	HAVRIX (HEP A), single-dose vial (Adult)	58160-0826-11-A	0.00	12/11/2012	AHAVB472AA
☐	FLUZONE .5 (FLU), MDV (Adult: DSHS ONLY) 2012-2013	49281-0390-15-A	0.00	12/11/2012	UH746AA

BOTTOM LEVEL

Receiving

Remaining contents of the screen:

Expiration Date*

Received Quantity*

Tracking Number

*Editable field

Note: Starting 03-04-13 we must submit your inventory to the federal vaccine ordering system, so please review all lot numbers to make sure they are correct, do not exceed 10-digits and contain no special character except a dash (-). **Best Practice:** Always use the packing and/or transfer slip when verifying the lot numbers. If the lot is not in the correct format or exceeds 10-characters, your order will be rejected!

PROVIDER ORDER DETAIL RECEIVING

Order Number 161385-00   [Go]

Tracking Number [   ]

Order Date1 12/11/2012

TOP LEVEL

Accept ☐	Vaccine	NDC	Expiration Date	Received Quantity	Tracking Number
☐	HAVRIX (HEP A), single-dose vial (Adult)	58160-0826-11-A	4/19/2013	20	C000024703
☐	FLUZONE .5 (FLU), MDV (Adult: DSHS ONLY) 2012-2013	49281-0390-15-A	6/30/2013	200	C000024703

BOTTOM LEVEL

Receiving

System provides the ability to receive just one or two vaccines or all vaccines. If all the contents on order are correct the user:

1. Clicks **Accept**
2. Completes **Received By**
3. Clicks **Save**
4. System removes the **Order** number from drop down
5. System updates **Inventory – Provider EC33** screen

Receiving – Additional Vaccines

The system supports adding a vaccine independent of vaccines contained within an order and/or transfer using the **AddLIne** function.

Note: When the interface with the DSHS Pharmacy is operational, this functionality should be used only on rare occasions!

Receiving – Additional Vaccines

After the user completes the following fields on the screen and clicks **Save**, the system updates the information on the **Inventory – Provider EC33** screen.

Note: With submission of inventory contents to the federal ordering system, all lot numbers <u>must not</u> exceed 10-digits and can not contain any special characters – except a dash (-). If not in the correct format, your order will not be processed.

AddLine should **only** be used to:

1. Enter vaccines received from the DSHS Pharmacy;
2. To add vaccine incorrectly entered; or
3. To add vaccine accidentally deleted from your inventory

Double check your lot and expiration date before saving. No vaccine lot is longer than ten characters.

NDC	58160-0825-52-P - HAVRIX (HEP A), PF syringe (Ped) ▼
Lot	AHAVB591AA
Expiration Date	8/30/2014
Quantity (Doses)	20
Received By	MSEXTON 02-15-13

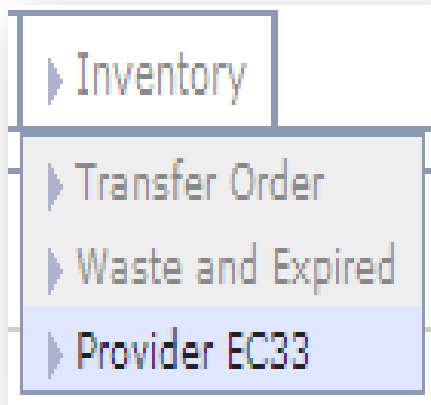**Save** **Cancel**

Inventory

System has three sub-menus under the **Inventory** tab:
Transfer Order
Waste and Expired
Provider EC-33
Best Practice: Record transfers and/or wasted/expired vaccine transactions as they occur.

Inventory – Transfer Order

System allows a user to generate a transfer to another TVFC site.

Inventory – Transfer Order

Once the user inputs receiver's PIN and clicks **Go**, the system populates the screen with:

Receiver's demographics, phone and contact

Order Number

Order Date

Sending Site's inventory

Transferring Vaccine To

Provider PIN: 070001   Go

Provider Name:	DSHS BASTROP	Phone:	(512) 321-3982	Order Number 162241	Order Date: 01/18/2013
Address	104 LOOP 150 WEST	Contact:	DOROTHY DOCKERY		
	STE 102				
	BASTROP TX 78602				

Item Number	Description	Lot	Expiration	Total Qty	Doses	Reason For Transfer
49281-0278-10-P	DT (DT), single-dose vial (Ped)	U3327AA	3/18/2013	-1	0	** Please Select **
49281-0278-10-P	DT (DT), single-dose vial (Ped)	U3327AA	3/18/2013	2	0	** Please Select **

Inventory – Transfer Order

A user can not transfer a vaccine with a zero balance or more than the quantity on hand. Also, the system requires a reason be chosen from the drop down list for each vaccine being transferred.

Item Number	Description	Lot	Expiration	Total Qty	Doses
49281-0278-10-P	DT (DT), single-dose vial (Ped)	U3327AA	3/18/2013	-1	0

Reason For Transfer

** Please Select ** ▼

** Please Select **
Needed by Another Provider
Other
Overstocked
Short Expiration Date
Short Expiration Date
Withdrawn from TVFC

Inventory – Transfer Order

At the bottom of the Transfer screen

- **Comment** - reason for transfer and/or special instructions – character limits so please be brief!
- **Transferred By –** 1st initial and last name of user completing action on what date
- Clicking **Save** completes the transfer and decrements the inventory on the **Provider C-33** screen

66019-0110-10-P	FLUMIST (FLU), live intranasal (Ped) 2012-2013	AJ2159	1/14/2

Comment

Increase cases of flu.

Transferred By MSEXTON 01-13-13   [Save]   [Cancel]

Click ONCE on the Save button.

Inventory – Transfer Order

After clicking **Save,** system generates a transfer form with the **Order Number** to print and place in the shipment as a packing list.

Order Number::	162245-00		Tracking Number:	C000026087

	FROM::		**TO::**	
Transferring				
PIN/Customer ID:	250244		250249	
Facility Name:	COH CASA DE AMIGO HEALTH CENTER		COH SUNNYSIDE HEALTH CENTER	
Address	1809 N MAIN ST		4506 Wilmington	
	STE 101		IMMUNIZATIONS	
City/State/Zip	HOUSTON, TX 77009		HOUSTON, TX 77051	
Phone::	(713) 547-8000		7137325000	
Contact:	ANNA GUIEN		ANTIONETTE BRISCO	

Item Description	Item Number	Lot Number	Expiration	Actual Qty	Reason
BOOSTRIX (TDAP), single-dose vial (Adult)	58160-0842-11-A	AC52B090AA	6/21/2014	3.00	Needed by another p
			Total Doses	3.00	

Comments
increase in clinic population

Instructions

| **MSEXTON 01-21-13**	_____	1/21/2013
CompletedBy:	**Signature**	**Date**

Inventory – Transfer History

System contains a record of all transfers sent as well as received. To access the history the user:

- Clicks on **Transfer Order**
- Once system returns the **Transfer Order** screen, click on the **Historical Transactions** hyperlink
- Choose the appropriate radial button to show transfers **Sent** by the site or **Received** by the site

▶ Inventory   ▶ Place
▦ Transfer Order
▦ Wasted and Expired
▦ Provider C-33
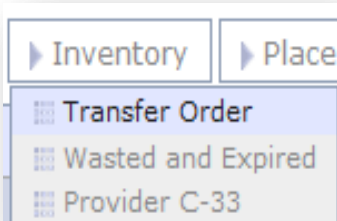
Historical Transactions

☒ **TRANSFER HISTORY**

Transfer: ◉ Sent ○ Received

◀◀ ◀ | 1 | ⬍ of 1 ▶ ▶▶   8 Items | 10 | ⬍ /Page | Go

Order	Status	Order Date	From Site	From Site	To Site	To Site	Approver
⊞ 162241-00	Open	1/18/2013	250049	AIRLINE IMMUNIZATION CLINIC	070001	DSHS BASTROP	MSEXTON 01-13-13

Inventory – Transfer History

Clicking the **'+'** sign next to the identified transfer expands and reveals the **Detail History** of the transfer.

TRANSFER HISTORY

Transfer: ● Sent ○ Received

| | 1 | of 1 | | 8 Items | 10 | /Page | Go |

	Order:	Status	Order Date	From Site	From Site	To Site:	To Site
−	162241-00	Open	1/18/2013	250049	AIRLINE IMMUNIZATION CLINIC	070001	DSHS BASTROP

Detail History

Line	Item ID:	Description	Vaccine Substituted:	Suggested Quantity	Lot	Expiration	Quantity	
1	66019-0110-10-P	66019-0110-10-P			AJ2159	1/14/2013	8.00	Tracking ID(s)
								C000026086

Inventory – Wasted and Expired

A user can not waste a vaccine with a zero balance or more than the quantity on hand. Also, the system requires a reason to be chosen from the drop down list for each vaccine.

NDC	Vaccine	Lot	Expiration	Quantity	Doses	Reason
58160-0811-52-P	PEDIARIX (DTAP-HepB-IPV), PF syringe (Ped)	AC21B305AA	5/5/2013	0	0	** Please Select **

Reason

** Please Select **

** Please Select **
Expired
Failure to store properly upon receipt
Mechanical Failure
Natural Disaster/power outage
Other
Refrigerator temperature too cold
Spoiled
Storage temperature too warm
Vaccine spoiled in transit

Inventory - Wasted and Expired

User is required to complete:

- **Explanation of Loss**
- **Steps to Prevent Future Losses**
- **Checking all steps taken**
- **Approved By** section for 1st initial/last name and date
- Choose the appropriate statement of: *"I am the provider that signed the TVFC enrollment"* or *"I have notified the provider who signs the TVFC enrollment form of the vaccine loss."*

Explanation of Loss	staff left vaccine on counter after clinic closed
Prevent Future Losses	staff was re-trained on proper clinic procedures and proper storage of vaccines.
Check all that apply	☐ Trained staff to notify LHD or HSR 90 days before vaccines expire (if loss due to expiration)
	☐ Trained staff to rotate stock using the shortest dated product first (if loss due to expiration)
	☑ Trained staff to take immediate action to correct out of range temperatures, and to contact LHD or HSR (if loss due to temperature maintenance)
	I have notified the provider who signs the TVFC enrollment form of this vaccine loss. ▾
Approved By	MSexton 01-13-13

Inventory – Wasted and Expired

After the user clicks **Save**, system refreshes to a form containing all information from previous screen. This form must be printed , signed by the provider that signed the TVFC Enrollment form and immediately faxed to the provider's local TVFC representative.

Wasted or Expired Vaccines

PIN: 050001
Facility Name: ANGELINA CO CITIES HLTH DIST
Address: 503 HILL ST
LUFKIN, TX 75904

Phone: (936) 832-1139
Contact: SARAH ADAMS

Explanation of Loss

staff left vaccine on counter after clinic closed

Step To Prevent Future Losses

staff was re-trained on proper clinic procedures and proper storage of vaccines.

- ☐ Trained staff to notify LHD or HSR 90 days before vaccines expire (if loss due to expiration)
- ☐ Trained staff to rotate stock using the shortest dated product first (if loss due to expiration)
- ☑ Trained staff to take immediate action to correct out of range temperatures, and to contact LHD or HSR (if loss due to temperature

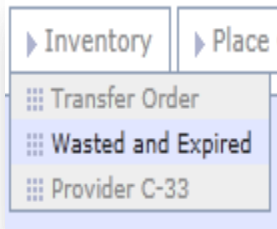| Vaccine	NDC	Lot Number	Expiration	Doses	Reason	Cost
INFANRIX (DTAP), PF syringe (Ped)	58160-0810-52-P	MB12345	01/15/16	-10.00	Failure to store properly	$148.50

Inventory – Wasted and Expired History

To access historical transactions:
- Click on **Inventory, Wasted and Expired** tab
- Click on **Historical Transactions** hyperlink

System retrieves a 2nd menu box instructing you to:
- Enter a **Starting Date** and **Ending Date**
- Click **Submit**

Inventory – Wasted and Expired History

System refreshes and displays under **Main Report** a list of all forms generated during the specified timeframe. To retrieve, highlight number or click page advance page. System will refresh and display the form generated for the transaction selected.

Ending Date 1/16/2013

Submit

Parameters   Group Tree   1 / 1+

Main Report

7,397,242
7,397,240
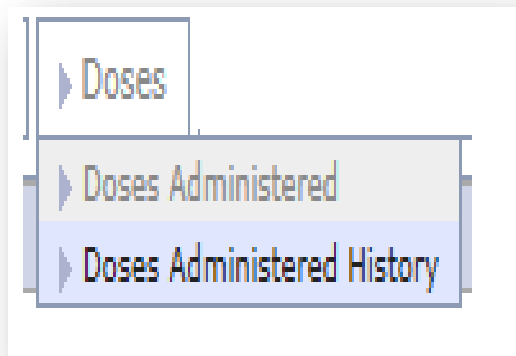
PIN: 25024

Doses

System shows two different drop down menus from the **Doses** tab:

- **Doses Administered**
- **Doses Administered History**

Before the user is allowed to open/record the site's physical inventory on the **Provider C-33** screen or place an order, the system requires the completion of the doses administered for the entire/ last calendar month.

Doses – Doses Administered

The system provides the user with the next date range to record the site's doses administered data. Also, it requires the completion of a complete calendar month before going to the next calendar month. **Note:** Grayed areas available to record but requires a **Comment**.

Doses Administered for 01-01 to 01-13-13

| Vaccine	NDC	Lot	Expiration	0-18	19 and over	Comment
PEDIARIX (DTAP-HepB-IPV), PF syringe (Ped)	58160-0811-52-P	AC21B305AA	5/5/2013			
KINRIX (DTAP-IPV), PF syringe (Ped)	58160-0812-52-P	AC20B171CA	1/19/2013			
PENTACEL (DTAP-IPV-HIB), single-dose vial (Ped) [5pk]	49281-0510-05-P	C3978AA	2/12/2013			
ACTHIB (HIB), single-dose vial (Ped) [5pk]	49281-0545-05-P	UH344AB	7/2/2013			

Doses – Doses Administered History

System allows the user to go 'back in time' to edit doses administered data. However, the edit(s) do not decrement the current inventory on hand.

Month 12 Year 2012 Go						
Vaccine	**NDC**	**Lot**	**Expiration**	**0-18**	**19 and over**	**Comment**
PEDIARIX (DTAP-HepB-IPV), PF syringe (Ped)	58160-0811-52-P	AC21B305AA	5/5/2013	0	0	
KINRIX (DTAP-IPV), PF syringe (Ped)	58160-0812-52-P	AC20B171CA	1/19/2013	0	0	
PENTACEL (DTAP-IPV-HIB), single-dose vial (Ped) [5pk]	49281-0510-05-P	C3978AA	2/12/2013	0	0	
ACTHIB (HIB), single-dose vial (Ped) [5pk]	49281-0545-05-P	UH344AB	7/2/2013	0	0	
ACTHIB (HIB), single-dose vial (Ped) [5pk]	49281-0545-05-P	UH392AA	7/1/2013	0	0	
PREVNAR 13 (PCV13), PF syringe (Ped)	00005-1971-02-P	916618	1/13/2013	0	0	
PREVNAR 13 (PCV13), PF syringe (Ped)	00005-1971-02-P	916921	1/31/2013	0	0	
ROTARIX (ROTAVIRUS RV1), oral applicator (Ped)	58160-0854-52-P	A41CB198A	1/13/2013	0	0	
ROTARIX (ROTAVIRUS RV1), oral applicator (Ped)	58160-0854-52-P	A41CB199A	1/13/2013	0	0	
ROTATEQ (ROTAVIRUS RV5), oral applicator (Ped)	00006-4047-41-P	0319AA	11/29/2012	0	0	
ROTATEQ (ROTAVIRUS RV5), oral applicator (Ped)	00006-4047-41-P	1237AA	10/23/2012	0	0	

Inventory – Provider EC33

Each month a user is required to update the site's physical count. The system does not allow the user to access this screen until the last calendar month's doses administered are recorded. Also, the provider can not place an order without updating the inventory on the **Provider C-33** screen unless the inventory is within the last three days.
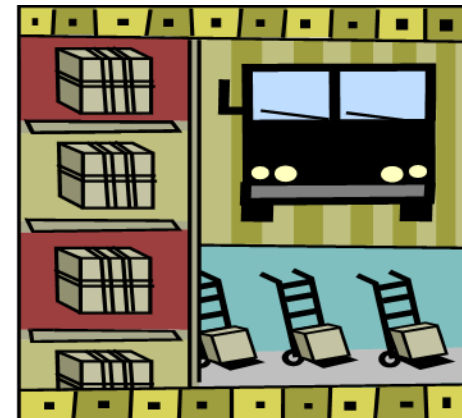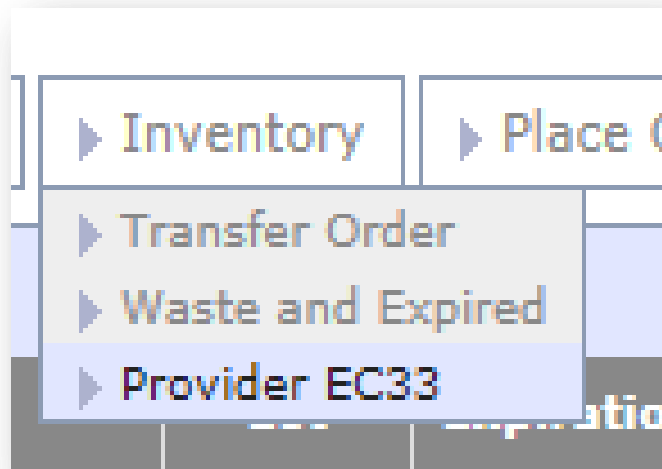
Inventory – Provider EC33

If a site's physical count is not the same as the **Automated Total Doses**, the user must choose a **Reconciliation Reason** for each line item that is different.

Notes: If the user does not enter the physical count into the **Physical Count** column, the system sees that a zero and will delete the vaccine! Also, the reason **Initial Adjustment** has been replaced with **Do not use – select another reason.**

Inventory – Provider EC33

2nd half of screen:
Summary of activities previously recorded under various tabs.

Vaccine	Doses Received	0-18	19 and over	Doses Out	Expired or Wasted Doses
PEDIARIX (DTAP-HepB-IPV), PF syringe (Ped)	10	0	0	10	0
Group 14--DTaP-HepB-IPV Pediarix Total	10	0	0	10	0

Inventory – Provider EC33

System has three **Vaccine Alerts :**

- **Short Dated** – vaccine is highlighted yellow and is vaccine expire within the next 90 days or less
- **Expired –** vaccine is highlighted red and is vaccine that is past the expiration date and has not been removed from the site's inventory
- **Rotation of Stock –** vaccine is highlighted yellow and alerts the user that he/she is not rotating their stock and using vaccine with a longer expiration date.

MMR II (MMR), single-dose vial (Adult)	00006-4681-00-A	0155AA	02/01/2013	Short-Dated	1	1	0	0	▼	
MMR II (MMR), single-dose vial (Adult)	00006-4681-00-A	0403AA	03/16/2013	Short-Dated	50	50	0	0	▼	
Group 70--MMR (Adult) Total					**51**	**51**				

Vaccine Alert

Short-Dated You have vaccines that will expire within 90 days. If you cannot use these before they expire, contact your local or regional health department to arrange a transfer.

Entered By1 MSEXTON 01-17-13   **Save**

Inventory – Provider EC33

When the user updates all of their vaccine inventory and clicks **Save**, the system will:

- Provide a popup message stating **Inventory Successfully Saved**
- Remove all vaccine(s) with a zero balance or vaccines that the **Physical Count** column was left blank!
- Change the **Automated Total Doses** to be the physical count
- Change the **Beginning Doses** to be the same as the **Automated Total Doses**
- Change the **Last Ran** date on the screen to current date/time
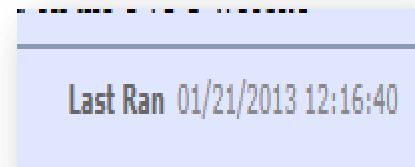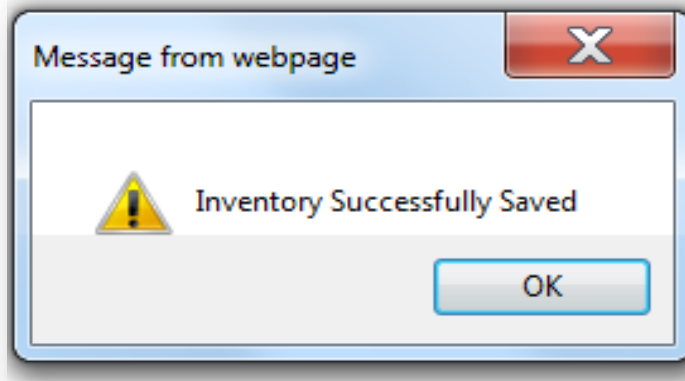
Place Order

System <u>does not allow</u> access to this screen without the sequential completion of:
- Recording doses administered for the last calendar month
- Reconciling inventory within the last three days

System <u>does allow</u> user to:
- Order outside of assigned TOF
- Order a quantity greater than the system's **Suggested Quantity** with the completion of the **Comments** field

System <u>does provide</u> an error message if user:
- Enters a **Quantity** greater than the **Suggested Quantity** without something in **Comments**
- Enters a **Quantity** in a non-shipping increment, i.e. vaccine comes in shipping increment of 5's and user enters a **Quantity** of 13.

Your TOF: M - MONTHLY

Vaccine To Be Shipped	Unavailable Vaccine	Suggested Quantity (# of Doses)	Quantity	Comments	Error Messages
Td-Merck (Td), single-dose vial (Ped)		36.00	36		
ADACEL (TDAP), single-dose vial (Ped)		30.00	30		
BOOSTRIX (TDAP), single-dose vial (Ped)		30.00	30		
VARIVAX (VARICELLA), single-dose vial (Ped)		120.00	450	Increased patient load	

Place Order

Once the user clicks the **Submit** button, the system generates a new popup message box and refreshes to a confirmation page.

Message from webpage

⚠ Your order has been submitted. Print the confirmation page next.

OK
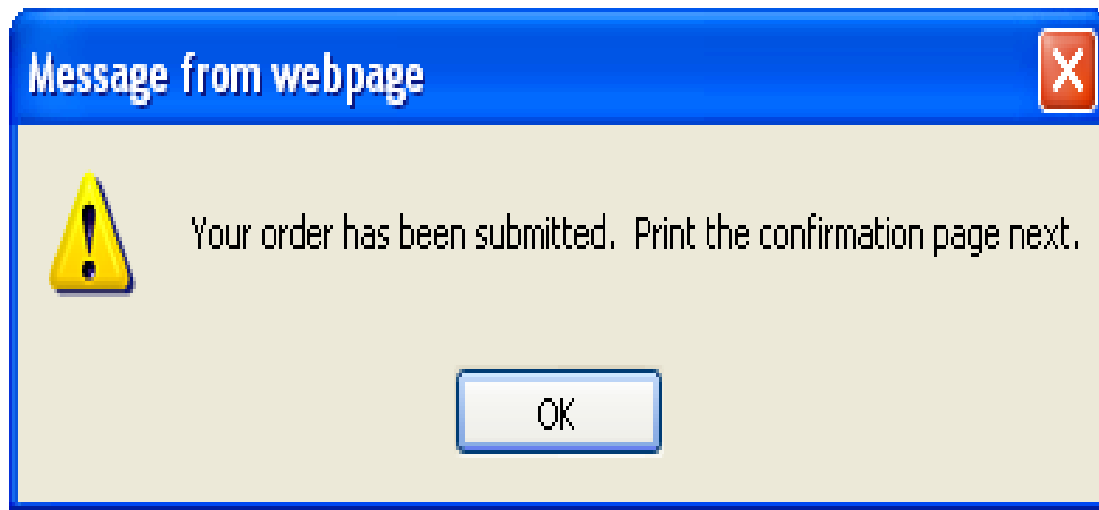
Place Order

The confirmation page provides:
- **Order Number-00** (last two digits are the order suffix) **Note:** Order can have a suffix of 01, 02, etc. but does not appear on the confirmation page.
- Summary of <u>only</u> the vaccines ordered
- An opportunity to print a copy of the order for the provider's records

PLACE ORDER

PIN 250244,

Thank you for placing your vaccine order. Order # 162247-00 has been submitted for approval. Please use the print button on the bottom of this page to print a copy for your records.

Your TOF: M - MONTHLY

Vaccine	Item Description1	Unavailable Vaccine	suggested_qtyLabel1	Quantity	Comments
00006-4943-00-P			5.00	5.00	
00006-4133-41-P			36.00	36.00	
49281-0400-10-P			30.00	30.00	
58160-0842-11-P			30.00	30.00	
00006-4827-00-P			120.00	110.00	Increased patient load
58160-0826-11-A			50.00	50.00	

Please list all dates in the next two months when your office will be closed and are different from your normal hours.

Name of person approving order: MSEXTON 01-17-13

Print

Order History

System provides a hyperlink to the site's **Order History** to view past orders and contents to include:

Order Number and possible additional orders with suffixes due to:
- Ordering more than 340 doses of Varicella in one order
- Ordering more than 270 doses of MMRV in one order

Status of the order(s)

Changes made to the order at the LHD, HSR or State levels
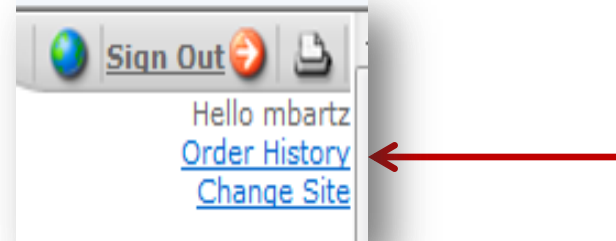
Order History

System allows the user to sort by all the headers. To select a specific order, the user clicks on the '+' next to the order number and system expands to show all contents of the order.

Note: If order is changed by LHD/HSR, order contents does show changes.

⌃ **ORDER HISTORY**		

Order Number	Order Status	Order Date
− 162247-00	Hold	1/21/2013

Detail History

Line	Vaccine	Vaccine Substituted	Suggested Quantity (# of Doses)	Quantity
20	PNEUMOVAX 23 (PPSV23), single-dose vial (Ped)		5.00	5.00
23	Td-Merck (Td), single-dose vial (Ped)		36.00	36.00
24	ADACEL (TDAP), single-dose vial (Ped)		30.00	30.00

Order History

As stated earlier, if the order has to be split into multiple orders, the **Order History** shows multiple orders with same **Order Number** but a different suffix at the end. Example shown below is an order exceeding the 340 doses for Varicella: **Order Number: 162247-00** showing 110 doses of Varicella and **162247-01** showing 340 doses (maximum doses in one order for Varicella).

⌃ ORDER HISTORY

Order Number	Order Status	Order Date
− 162247-00	Hold	1/21/2013

Detail History

Line	Vaccine	Vaccine Substituted	Suggested Quantity (# of Doses)	Quantity
20	PNEUMOVAX 23 (PPSV23), single-dose vial (Ped)		5.00	5.00
23	Td-Merck (Td), single-dose vial (Ped)		36.00	36.00
24	ADACEL (TDAP), single-dose vial (Ped)		30.00	30.00
25	BOOSTRIX (TDAP), single-dose vial (Ped)		30.00	30.00
26	VARIVAX (VARICELLA), single-dose vial (Ped)		120.00	110.00
30	HAVRIX (HEP A), single-dose vial (Adult)		50.00	50.00

Order Number	Order Status	Order Date
− 162247-01	Hold	1/21/2013

Detail History

Line	Vaccine	Vaccine Substituted	Suggested Quantity (# of Doses)	Quantity
26	VARIVAX (VARICELLA), single-dose vial (Ped)		340.00	340.00

Update Vaccine Choices

Each quarter every TVFC active site is notified of the ability to update their vaccine choices and the **Update Choice** tab is visible/viable. If a site does not wish to change, their choices remain the same and there is no required action necessary. If the site wishes to change, their current choices are pre-populated on the screen and the user can see what vaccine brands and presentations are available.

Vaccine	Choice %
DT (DT), single-dose vial (Ped)	100
Total for group (10--DT ped)	100
DAPTACEL (DTAP), single-dose vial (Ped)	100
INFANRIX (DTAP), PF syringe (Ped)	0
INFANRIX (DTAP), single-dose vial (Ped)	0
Total for group (12--DTaP)	100

Reports

EVI provides several reports a user can run to validate the site's activities, perform quality assurance and assist in meeting TVFC reporting requirements.

▶ Reports

::: Monthly Biological
::: Tally and Physical Count
::: Wasted and Expired
::: Doses About to Expire
::: C-33 History Report

Reports – Monthly Biological

System populates report with existing vaccines including lot and expiration.
This report can be printed and used for paper reporters or as a work sheet.

Monthly Biological report

Agency: JASPER NEWTON CO PUB HLTH DIST   PIN: 050008   Month/Year: _____

Street Address: 139 W LAMAR ST   Name of person completing report: _____

City: JASPER   Zip: 75951   Phone number: (409) 384-6829

Vaccine	Lot	Expiration	A. Doses on Hand at begining of month	B Doses received during month.	C. Doses Transferred into inventory from	D. Total Inventory A+B+C=	E. Doses Administered During Month Subtract from Inventory			F. Exp/ruined Doses Returned to Distributor	G. Doses Transferred out to Other Providers	H. Doses on Hand at End of Month	I. Net Doses Lost or Gained. Enter + or -
			Beginning Inventory	Add to Inventory	Add to Inventory	subtotal	a. birth - 18 years	b. 19 years +	a + b = Total	Subtract from Inventory	Subtract from Inventory	Physical Count	
DT (DT), single-dose vial (Ped)	mb1234	01/19/2012											
INFANRIX (DTAP), PF syringe (Ped)	1234567	08/31/2012											

Reports – Tally and Physical Count Sheet

Report is pre-populated with all vaccines, brands, presentations, lots and expiration dates as of the **Last Ran** date on the **Provider C-33** screen. Can be used by a user to:
- Track doses administered throughout the month
- Carry to the refrigerator /freezer to record physical count

Tally and Physical Count Sheet

Date: _____

PIN: 050008

NDC and Vaccine	Lot and Expiration	0 - 18 years Doses Administered	19 years and over Doses Administered	Physical Count from Refrigerator/Freezer	Comment
49281-0278-10-P DT (DT), single-dose vial (Ped)	mb1234 01/19/2012				
58160-0810-52-P	1234567				

Reports – Wasted and Expired

Used in the same manner and retrieves the same data as shown **Wasted and Expired – Historical Transactions** slides.
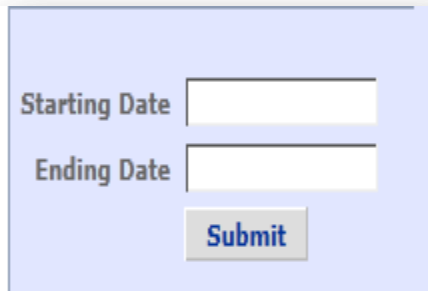
Reports – Doses About To Expire

Report displays all vaccines to expire within next 90 days OR have already expired as of the **Last Ran** date on the **Provider C-33** screen. Contents include: **PIN**, **Date of Report**, **NDC**, **Vaccine**, **Lot**, **Expiration**, **Day(s) to Expiration, Dose in Inventory**, and **Total Costs.**

Doses About to Expire   PIN: 050008

Date of Report: 1/17/2012

NDC	Vaccine	Lot	Expiration	Day to Expiration	Dose in Inventory	Total Cost
49281-0278-10-P	DT (DT), single-dose vial (Ped)	mb1234	01/19/2012	2	990	$28769.40
66019-0109-10-P	FLUMIST(FLU), live intranasal (Ped)	501103P	12/11/2011	-37	100	$1570.00
				Total	1090	$30,339.40

Reports – EC33 History Report

System allows user to retrieve historical documentation documented/saved on the **Provider C-33** screen. The user defines which reports by selecting a **Starting Date** and **Ending Date** and clicking **Submit**.

Reports – EC33 History Report

All reports generated within the specific timeframe are displayed under the **Main Report** menu. To retrieve, highlight number or click page advance page. System will refresh and display the form generated for the transaction selected.

Note: the numbers listed under **Main Report** stand for: first 4 digits–year, next two digits-month, next two digits-day of the month, next six digits–hour, minutes and seconds when the user clicked **Save** on the **Provider C-33** screen. In the example below, shows the first report number
 as: **20121102133132** – translates to year of 2012, month of 11, day of 02 @ 1:33 p.m.

Help

Prior to February 25, 2013, please send all questions to the Vaccine Call Center inbox. Do <u>not</u> call the Vaccine Call Center because they have not been trained on the new changes.

We will post the webinar hyperlinks and PowerPoint presentation here.

Questions?